

## **Campus-Based Reallocation Form Instructions**

Completing Section A of this form is only required **if** you have not expended the full amount of your 2002-2003 award year (July 1, 2002 through June 30, 2003) allocation of federal funds in any of the three campus-based programs.

Completing Section B is only required **if** your school wants to be considered for supplemental 2003-2004 Federal Work-Study (FWS) funds.

If your school plans to release unexpended campus-based program funds, or request supplemental FWS funds, the Reallocation Form **must** be completed and transmitted to the Department of Education **by midnight, Eastern Time, on August 22, 2003.**

Retain a copy of your completed Campus-Based Reallocation Form for your files.

### **SECTION A – SCHOOL RELEASE OF 2002-2003 AWARD YEAR UNEXPENDED ALLOCATIONS FOR THE FEDERAL SUPPLEMENTAL EDUCATIONAL OPPORTUNITY GRANT (FSEOG), FEDERAL WORK-STUDY, AND FEDERAL PERKINS LOAN PROGRAMS**

You **must** complete Section A if you have unexpended federal funds in any of the three campus-based programs.

If you have **not** expended all of your 2002-2003 funds, you must determine as accurately as possible what your unspent balance(s) will be for each of the campus-based programs. In order to determine whether or not you have an unexpended balance, you must take into consideration the following items:

- any administrative cost allowance you want to claim,

- any 2002-2003 FWS funds that you carried back into the 2001-2002 award year or will carry forward into the 2003-2004 award year,
- any 2002-2003 FSEOG funds that you carried back into the 2001-2002 award year or will carry forward into the 2003-2004 award year,
- any 2002-2003 FWS funds transferred to the FSEOG Program, and
- any Federal Perkins Loan Federal funds transferred to either FSEOG or FWS.

When you submit your Fiscal Operations Report and Application to Participate (FISAP) later this year, the amount entered as your 2002-2003 adjusted allocation must equal your original allocation plus any supplemental allocation minus the amount reported as unexpended on this Campus-Based Reallocation Form.

### **Do not report cents.**

**Field 1** – Report the amount of your unspent 2002-2003 FSEOG funds.

**Field 2** – Report the amount of your unspent 2002-2003 FWS funds.

**Field 3** – Report the amount of your final adjusted Federal Capital Contribution in the Perkins Loan Program for the 2002-2003 award year that you did not request from the Department of Education's Grant Administration Payment System (GAPS) on or before June 30, 2003.

**Note:** The 2002-2003 authorization in GAPS will be reduced in late August by the amount of unexpended funds you report on the Campus-Based Reallocation Form.

Valid amounts for all fields in Section A are:

000000000-999999999

These fields **can** be blank.

**SECTION B – REQUEST FOR  
SUPPLEMENTAL FWS FUNDS FOR  
THE 2003-2004 AWARD YEAR**

Completing Section B is only required if your school wants to be considered for supplemental 2003-2004 FWS funds. Section B is used to determine whether your school is eligible to receive supplemental FWS funds for the 2003-2004 award year. Before we award any supplemental FWS funds to you, we will confirm that you had a fair share shortfall for the 2003-2004 award year.

**Field 4** – Indicate whether your school expended at least 5% of its total 2002-2003 FWS federal funds to compensate students employed as reading tutors of children or in family literacy activities as part of your community service activities. Please note that your response on the Campus-Based Reallocation Form will be checked later against the FWS community service data that your school provides on the FISAP.

**Field 5** – Indicate the amount of supplemental FWS funds your school will be able to spend for community service jobs during the 2003-2004 award year. The supplemental FWS funds cannot be used for any other purpose.

If you did not spend at least 5% of your total 2002-2003 FWS federal funds for students employed as reading tutors of children or in family literacy activities as part of your community service

activities, you will be unable to request supplemental 2003-2004 FWS funds for your school.

Valid amounts are:

000000000-999999999

This field **can** be blank.